

# Lifelong Learning: What you need to know





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# Introduction

**In August 2018, we are going live with the new Lifelong Learning platform. This will replace the existing e-Portfolio and incorporate logbook functionality.**

The College has been working in collaboration with our members since December 2016 to scope out and build a platform that will enhance the experience of anaesthetists in training, trainers, consultants and SAS doctors. In time, the platform will also support users throughout their career in anaesthetics by offering some elements of the CPD system. The new platform is part of our Technology Strategy Programme which aims to improve the use of technology throughout the College in order to allow us to better support our members. I am pleased to say that we have completed the first phase of the platform development and look forward to going live in August 2018.

We will start by adding new CT1, ST3 and ST5 doctors to the platform, as well as all trainers; a stepwise approach to transfer all doctors onto this platform in the most convenient, non-disruptive manner. However, there will be some anaesthetists in training who will transfer in the middle of their level, and Schools of Anaesthesia will be responsible for ensuring that these trainees are well supported and minimally disadvantaged during the ARCP process. This guide explains our recommendations for Schools to help them decide on the best strategy for transferring all users to the new platform, for their region.

This guidance also provides information on how different users will be affected by the move to the new platform, and more importantly, what they need to do to prepare for the upcoming changes.

Lastly, I would like to thank our fellows and members who have been involved from the start, with the initial mapping of requirements, all the way to helping with testing of the new platform. The vast changes and new features of the Lifelong Learning platform, which you will distinguish from the existing e-portfolio, is a testament to the challenges posed by anaesthetists to create a better experience in measuring progress against the curriculum and review at ARCP.

**Russell Ampofo**  
RCoA Director of Education, Training and Examinations



# Guidance for trainers

All trainers will have new accounts created, ready for use on the new platform in August 2018. You will receive an email address with your login details so please ensure that your email on the existing e-Portfolio is correct. If your email address needs updating please email [lifelong@rcoa.ac.uk](mailto:lifelong@rcoa.ac.uk)

## Assessors (only)

Previously the college has mandated that 'assessors' must have an e-Portfolio account. However the new platform will now allow learners to send assessments, via email, to doctors who are not on the platform and so it will no longer be necessary for 'assessors' to have an account, although they can if they wish.

## Supervisors

Supervisors continue to perform an important role on the new platform (approving multi-source feedback, marking plans as complete and completing the Educational Supervisor's Structured Report). All users listed as supervisors on the existing Portfolio will be added with the same credentials to the new Lifelong Learning platform.

## College Tutors

The College maintains details of all College Tutors which will enable us to add them to the new platform. College Tutors will have access to all learners within their hospital, and they will also be able to make any user within their hospital a clinical/ educational supervisor.

## Training Programme Directors (TPD), Regional Advisors Anaesthesia, including deputies (RAA) and Heads of Schools (HoS)

The College maintains details of these roles which will enable us to add them to the new platform. As with the existing e-Portfolio, these users will have access to all learners within their region.

## ACCS trainers

Accounts for ACCS trainers will be created at the request of the local anaesthetic College Tutor, Training Programme Director, Regional Advisor Anaesthesia, Head of School, or local school administrator.

## Region specific roles

Throughout the lifespan of the existing e-Portfolio, we have received requests to provide groups, or individuals, a certain type of access despite this not being their official role. With the new Lifelong Learning platform the College will be able to edit individual accounts without having to add a new role. This way, the learner will have an accurate list of who their trainers are in their region.

If certain users in your region require additional permissions this must be requested by the Training Programme Director, Regional Advisor Anaesthesia, Head of School or local school administrator.

The College Lifelong Learning support team can be contacted on the following email: [lifelong@rcoa.ac.uk](mailto:lifelong@rcoa.ac.uk)



## What you need to know

- If you previously used the existing e-Portfolio as an anaesthetist in training, please contact the support team at the College for access to download your trainee record (this will only be available until August 2019).
- Check with the Training Programme Director, Regional Advisor Anaesthesia, Head of School or platform lead, regarding your school's specific arrangements for transferring users to the new platform.
- Check your email (on the existing e-Portfolio) is correct as login details for the new platform will be sent to this address.
- For any training requests, or further information about the new platform, please contact the lead for your region: [www.rcoa.ac.uk/node/20324](http://www.rcoa.ac.uk/node/20324)
- Remind your anaesthetists in training to download a copy of their existing e-Portfolio records as soon as possible (if they have not already done so).
- Ask all new starters (CT1 and ST3) to register with the College before August so accounts can be created for them to access the new platform. Registration forms are available to download here: [www.rcoa.ac.uk/node/215](http://www.rcoa.ac.uk/node/215)
- Check your school website to see if the page on the e-Portfolio has been updated.

## Guidance for anaesthetists in training

Anaesthetists in training will be transferred to the new platform by level. All anaesthetists in training starting at CT1, ST3 and ST5 will have accounts created, ready for use in August 2018, and will receive an email with their login details. Shortly after, their existing e-Portfolio account will be archived.

Please check with your school regarding local arrangements for the transfer of other users to the new platform. You will receive an email with your login details so please ensure that your email on the existing e-Portfolio is correct. If your email address needs updating please email [lifelong@rcoa.ac.uk](mailto:lifelong@rcoa.ac.uk) and let us know.

### Existing e-Portfolio entries are not being transferred?

The College has considered the possibility of transferring existing e-Portfolio data to the new platform, but has decided not to do this because of the following reasons:

- there is a high risk of data being lost and/or misplaced during the migration
- if a large number of users do experience data loss this is something the College will be unable to resolve immediately and may have a detrimental effect on ARCPs
- the curriculum linking in the Lifelong Learning platform (competences) is different to that in the existing e-Portfolio (units).

## What will happen to my entries?

The existing e-Portfolio will remain live until **August 2019**, after which it will be decommissioned and the College will not be able to recover accounts. From **July 2018** anaesthetists in training will be able to download an offline version of their e-Portfolio to their computer, which will allow them to navigate the site and access all their entries after the site is decommissioned.

It is important that all users download a copy of their e-Portfolio record before the site closes in August 2019. The College will not hold a copy of the e-Portfolio and will not be able to retrieve entries after this date.

## Guidance for anaesthetists in training starting ACCS (CT1 and CT2), CT1 or ST3 in August 2018

- Complete a core or specialty registration form and email this to the College as soon as you can. You can find the forms on [www.rcoa.ac.uk/node/215](http://www.rcoa.ac.uk/node/215). This ensures that we create a Lifelong Learning account for you at the start of your training placement.
- Doctors who fail register will not receive an email with their login details.
- For ST3 starters, please keep in mind that no entries will be transferred to the new platform. Therefore please refrain from completing assessments on the existing e-Portfolio that you will want to include as part of your intermediate training.
- **If you have an existing e-Portfolio account, it is important that you download a copy before you transfer to the new platform.**

## Guidance for anaesthetists in training moving into ST5 in August 2018

- Ensure that your email on the existing e-Portfolio is correct. If your email address needs updating please email [lifelong@rcoa.ac.uk](mailto:lifelong@rcoa.ac.uk) to let the college know.
- Ensure that you complete your Intermediate Level Training Certificate (ILTC) and send a copy to the College as soon as possible.
- If the College does not receive your ILTC (or notification on when you will complete ST4), your e-Portfolio account may be archived, and you will not receive login details for the new platform.
- If there is an extension to your ST4 year, please let the College support team know as soon as possible.
- Refrain from completing assessments on the existing e-Portfolio that you will want to include as part of your higher training as these will not be transferred to the new platform.
- If you have completed assessments for higher training, these can be extracted from the e-Portfolio and uploaded to the platform.
- **If you have an existing e-Portfolio account, it is important that you download a copy before you transfer to the new platform.**

## Guidance for anaesthetists in training who are: CT2, CT3 (Wales), ACCS (CT3), ST4, ST6, ST7

- Ensure that your email on the existing e-Portfolio is correct. If your email address needs updating please email [lifelong@rcoa.ac.uk](mailto:lifelong@rcoa.ac.uk) to let the college know.
- It is expected that CT2, ST4 and ST7 anaesthetists in training will be able to complete their level of training before the existing e-Portfolio is decommissioned in August 2019.
- Those who will not complete their level before August 2019 need to contact their school about local arrangements.
- **If you have an existing e-Portfolio account, it is important that you download a copy before you transfer to the new platform.**

# Guidance for anaesthetists working flexibly or out of programme



We recommend that all users working flexibly (or expected to have extensions to their training year) transfer to the new Lifelong Learning platform as soon as possible from August 2018 (unless they are due to complete their current training year within six months of the platform going live in August 2018). The existing e-Portfolio will continue to be active during the release of the new platform, but it will be decommissioned in **August 2019**.

## Less than full time anaesthetists in training

We are currently in discussions with existing e-Portfolio leads regarding local arrangements for transferring all of their users over to the new platform. If you have any questions about how you may be affected, please speak to your Regional Advisor Anaesthesia, Head of School, or Training Programme Director. Alternatively, you can contact us at [lifelong@rcoa.ac.uk](mailto:lifelong@rcoa.ac.uk)

## Out of training (maternity leave, career break and out of programme etc)

Doctors who are undertaking an 'out of training' placement, or taking a break from their programme, should contact the e-Portfolio lead for their region and their Regional Advisor (Anaesthesia) or Training Programme Director regarding plans for their transition to the new platform.

## Existing e-Portfolio entries are not being transferred?

Developments to the existing e-Portfolio will allow users to download an offline version of the site, which means that you will be able to access the site without being online. This is important for a record of your progress before moving to the new platform if you are transferring to the new platform in the middle of your year.

**If you have an existing e-Portfolio account, it is important that you download a copy before you transfer to the new platform.**

# Guidance for career grade and medical training initiative (MTI) doctors

From August 2018, anaesthetists who are not in training but are members of the College will be able to access the Lifelong Learning platform as a learner and/or trainer. Traditionally only anaesthetists in training and assessors had accounts due to licence restrictions and the setup of the system. The new Lifelong Learning platform has been specifically designed to cater for the needs of all.

## SAS and clinical fellows

You must be a member of the College in order to gain access to the Lifelong Learning platform. If you are already a member please contact [lifelong@rcoa.ac.uk](mailto:lifelong@rcoa.ac.uk) requesting an account on the new platform for August 2018.

## MTI

To gain access to the Lifelong Learning platform please ensure that you become a member of the College as soon as you arrive in the UK. For further information please visit [www.rcoa.ac.uk/node/1830](http://www.rcoa.ac.uk/node/1830)

## Existing users of the existing e-Portfolio

You have the option of transferring to the new platform at any time from August 2018. The existing e-Portfolio will remain active until August 2019. **If you have an existing e-Portfolio account, it is important that you download a copy before you transfer to the new platform.**

## Existing e-Portfolio entries are not being transferred?

The College has considered the possibility of transferring existing e-Portfolio data to the new platform, but has decided not to do this because of the following reasons:

- there is a high risk of data being lost and/or misplaced during the migration
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It is important that all users download a copy of their existing e-Portfolio records before the site closes in August 2019. The College will not hold a copy of the e-Portfolio and will not be able to retrieve entries after the above date.

Please note that as a 'learner', your account will be visible to the lead trainers in your region (Training Programme Director, Regional Advisor Anaesthesia, College Tutor and the Head of School).

For more news and updates on the new Lifelong Learning platform please visit: [www.rcoa.ac.uk/node/3091](http://www.rcoa.ac.uk/node/3091)



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Information correct as at June 2018